

Purchase Cards

VISA-Credit card for federal purchases

CARDHOLDER REQUIREMENTS

Demonstrate Need Within Micro Procurement Realm

Nominated by Fundholder to LAPC

Successfully Complete Micro-Purchase Self-test, Receive PCMS On-Line Training

Procurement Integrity Requirements:

VISA IS:

To Be Used for Small Purchase Needs

Subject to All Federal, Department, and Agency Procurement Laws, Regulations, and Directives

- 1) Federal Prison Industries
- 2) National Industries for the Blind (NIB)
- 3) National Industries for the Severely Disabled (NISH)

VISA IS **NOT**:

To Compete with Other Government Credit Cards

Gasoline Credit Card

Credit Card for Traveling (Bank of America)

For Personal Use of the Cardholder

SYSTEM CONTROLS

Cardholder

Spending Limits

Single Purchase Limit--approved limit cannot exceed \$2,500 (No circumventing the government regulations by splitting a \$4,000 purchase into 2 orders)

30 Day Limit--total of all charges incurred in one calendar month

Are set by the RL

HOW THE PROCESS WORKS FOR OVER THE COUNTER PURCHASES

Cardholder Presents Card to Vendor for Payment

Vendor Follows Authorization Procedures for Credit Cards

Cardholder Checks Sales Total and Signs Sales Receipt

Cardholder Returns to Office with Merchandise and Receipt

Cardholder records purchases on credit card purchase log.

Vendor Processes Sales Receipts with their Bank; Full Payment Received by

Vendor NLT Next Business Day

ALL ITEMS PURCHASED BY TELEPHONE MUST BE DELIVERED BY THE VENDOR WITHIN 30 DAYS. THE ORDER SHALL NOT BE PLACED WITHOUT THIS ASSURANCE FROM THE VENDOR.

Charges on Purchase Card are exempt from Sales Tax.

CARD SECURITY

Cardholder is responsible for safeguarding the card at all times. Do not permit anyone to use your card or account number.

CREDIT CARD PROCUREMENT CYCLE

1. Requirement identified
2. Cardholder:
 - A. Identifies source of supply
 - B. Places in order, or completes order form and completes log
 - C. Material received by cardholder and delivered to end user
 - D. Shipping documents retained
 - E. Entries in PCMS must be verified within a reasonable amount of time. With the implementation of FFIS, it is encouraged that cardholders reconcile weekly. Budget object, description, accounting is noted in PCMS program. Supporting documents must be kept together with each individual order placed.

CONVENIENCE CHECKS

Some credit card holders may also have the ability to write convenience checks. The same regulations apply to check writing as with the credit card.

Checks may be issued to make purchases only if the vendor does not accept the purchase card.

Cardholders may issue checks to employees for reimbursement of miscellaneous expenditures such as supplies, services, and registration fees. Before issuing a check, form SF-1164, Claim for Reimbursement for Expenditures on Official Business, must be approved by an authorized official other than the cardholder. Reimbursements must be in accordance with federal, department, and agency procurement regulations.

When using a convenience check use the following form to record transaction. All checks must also be verified in PCMS.

International vendor: Use code 989898989 as the tax ID number.

BANK OF AMERICA CHECK DOCUMENTATION

CHECKWRITER

VENDOR'S TAX IDENTIFICATION NO.: _____

(IF AN INDIVIDUAL) SOCIAL SECURITY NO.: _____

NAME OF INDIVIDUAL BEING HANDED THE CHECK, IF DIFFERENT FROM THE NAME ON THE
CHECK: _____

DATE CHECK WAS HANDED TO THAT INDIVIDUAL: _____

IF MAILING THE CHECK, DATE IT WAS MAILED: _____

ADDRESS: _____

A FLAT FEE OF 1.9% PER CHECK WILL BE ASSESSED.

CHECK AMOUNT (\$ _____) AND FEE (1.9%) ARE CHARGED TO
ACCOUNT: _____

BOC: _____
(Budget Object Classification Code:)

Waiver No. _____

TAPE YOUR COPY OF CHECK HERE:

USING PCMS

Hit "Cardholder"

Hit "Card Transactions"

When screen appears, hit "Find"

Click on "Accounting" which is in bold print

Go to "Action" block and click on proper entry ("Approved" or otherwise)

Enter date received, per this example: 06-16-2002

In "Agency Ref." block, enter Ad-700 number or Unit Reference Number

In "Item Description", enter a specific description (not office supplies, but rather, pens, pencils, etc.). CRIS number, and/or check number must be entered in this block.

If you need more room for the description, click inside "Description" box, go to top bar and click on "Edit", click on "Edit" again and a block will appear for additional description.

In the ACCOUNTING CODE BLOCK, YOU MUST ENTER YOUR UNIT'S 10 DIGIT ACCOUNTING CODE NUMBER (ie: 3013625320). Any additional information will cause transactions to be rejected.

In "COMMENTS" BLOCK, record the waiver number used for convenience checks.

Use the top "MODIFY" to make any corrections to accounting

Budget Object can be changed (a list can be brought up of BOCs by going up to the top bar and clicking on "list" when you are in the Budget Object Box. Anything \$1000 and below will be coded 2670 automatically. Be sure to code check fees 2581.

Distribution amount should be in dollars.

IF ALL INFORMATION IS CORRECT AS ENTERED/REENTERED, HIT "SAVE"

System will prompt you to make additional changes to account and if you say "no" it will flash "Transaction Completed"

Hit "Next Transaction" over to the right to enter next transaction.

To view all of your "Approved" Transactions:

- 1) At the cardholder pull-down menu, select [Card Transactions].
- 2) Click [Find] to bring up your information pertaining to you.
- 3) Position cursor in any field below name, i.e., merchant name and click
- 4) Click [Clear Form].
- 5) Go to top.
- 6) Click [Query] and then click enter. (This will take out u in Action Code area.
- 7) Place cursor in [Action Code] and key in A.
- 8) Click [Find].

All approved transactions will appear.

To view Query Database:

- 1) Click cardholder, select card transactions
- 2) Click [Find].
- 3) Position cursor below name, i.e., Merchant Name and click.
- 4) Go to TOP and click clear form.
- 5) Click Query and then click enter.
- 6) Place cursor in Transactions Amount and click.
(For amounts over \$1000, key in >1000 and click FIND; for amounts below \$500, key in <500.
- 7) Print screen.

CREDIT CARD PURCHASE LOG

EXHIBIT NO. 1

[illegible]

Most Commonly Used Budget Object Classification Codes

Tuition	2523
Equipment Repair	2532
Other Services	2540
Check writing fee	2581
Chemicals	2626
Laboratory Supplies	2629
PC Software	2635
Computer Supplies	2639
Subscriptions/books/reprints	2660
General Supples	2670
Meeting Registration	2575